



## **JOB DESCRIPTION**

<b>Job Title</b>	<b>: Teaching Assistant</b>
<b>Department</b>	<b>: Education</b>
<b>Responsible to</b>	<b>: Head of Education</b>
<b>Hours</b>	<b>: 35 Hours a week – Term Time only</b>

The post holder will be expected to support and embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

### **MAIN PURPOSE OF THE POST:**

- To support and facilitate students' learning, progress and wellbeing in a range of environments, including class, work-related learning, college and the wider community

### **KEY RESPONSIBILITIES:**

- Support children through the delivery of individually tailored educational and therapeutic programmes
- To support Children's Learning and Wellbeing by working as part of an interdisciplinary team
- Assist students with their daily independent living skills and personal care
- Contribute to the monitoring, recording and reporting on students' learning and progress

- Discuss expected learning outcomes with the teacher
- Provide feedback on the outcomes of learning activities
- Provide positive and supportive feedback to students
- Support inter-disciplinary teams to assess children's needs
- Support colleagues to prepare materials and learning resources
- Make good use of ICT including communication devices to support learning
- Access a range of resource materials to support learning
- Work within Ofsted requirements, statutory guidelines, Sunfield policies and procedures to ensure that children and young people are consistently supported to a high standard, including safeguarding their welfare
- Support colleagues to maintain and clean work areas and children's facilities
- Work within Health and Safety Guidelines to maintain a clean and safe working environment
- Contribute to School Development Planning through the Strategic Plan and School Improvement Plan
- Actively participate in relevant training and development to ensure that children's changing needs are met
- Participate in regular staff and supervision meetings
- Liaise and work with families
- Attend Sunfield's Open Days
- To undertake the administration/collection and recording of medication in line with the Sunfield Medication Policy with the exception of administering insulin injections this, will be agreed with consenting Teaching Support Staff on an individual basis.

## **Safeguarding**

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2016)' and 'What to do if you are worried a child is being abused– advice for practitioners' on appointment and annually.
- Operate safer recruitment principles, including ongoing vigilance.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

All staff in Sunfield must reflect the philosophy of our Mission Statement in their everyday practice.

### **General Duties**

- To share the Sunfield's commitment for promoting and safeguarding the welfare of the children and young people.
- To be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with.
- To carry out the above duties in accordance with the Sunfield's Health and Safety Policy.
- To actively support and promote equality and diversity throughout the Sunfield.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To deliver training or development opportunities as required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
- To be responsible for the care and development for your working area.
- To attend meetings and supervision as required.
- To undertake training and development as required by the Sunfield. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
- To undertake work related continued professional development (CPD) as required by the post.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Liaison**

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

## CARE SUPPORT WORKER PERSON SPECIFICATION

Sunfield

Childrens Home

A 52 Week Independent Special School and Childrens  
Home for Children with Complex Learning Needs

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><u>Experience / Knowledge</u></p> <p>Commitment to creating an environment which respects a person's independence and encourages their individuality.</p> <p>Ability to carry out domestic duties as required.</p> <p>Demonstrate the knowledge and ability to promote the dignity and individuality of students and encourage self-independence and choice.</p> <p>Demonstrate the ability to maintain confidentiality at all times.</p> <p>Evidence that training, knowledge can be applied in practice.</p> <p><u>Skills and Abilities</u></p> <p>Positive interest and approach in working with students who have learning disabilities and complex needs.</p> <p>Demonstrate the level of maturity to undertake the responsibility of the post.</p> <p>Ability to communicate effectively to students, colleagues, family members and other professionals.</p> <p>Ability to work effectively within a staff team and use initiative when required.</p> <p>To have a commitment to self-development.</p> <p>Undertake a full range of care duties in a sensitive way, this will include personal/intimate care, but also support a range of leisure activities such as long walks, swimming etc (our children are active and need supporting through activities)</p> <p>Ability to act calmly in a crisis.</p> <p>Ability to accurately record information as required.</p> <p>To have the potential to share in the task of promoting and providing a quality service. To have a commitment to equal opportunities and anti-discriminatory practice.</p> <p><u>Other</u></p> <p>Willing to work rota shift pattern.</p> <p>Undertake initial induction then complete QCF Diploma in Care within two years of appointment</p> <p>To maintain personal and professional development in order to meet the changing demands of the job role.</p>	<p><u>Experience / Knowledge</u></p> <p>To have the potential to understand: care planning, behaviour development plans and duties within the keyworking role.</p> <p>To have the knowledge or potential to understand the concept of group living and help to develop this amongst the student group.</p> <p><u>Qualifications</u></p> <p>Relevant training in care of people with learning disabilities i.e. QCF level 3</p> <p>Full, clean, driving licence</p> <p><u>Attitude</u></p> <p>Good sense of humour. Committed. Enthusiastic. Creative in style.</p>